

**EVANGEL UNIVERSITY AKAEZE**

**ANNUAL APPRAISAL FORM (ACADEMIC STAFF)**

**OFFICE OF THE REGISTRAR**

 (To be completed by the candidate with the CV and submitted in hard and soft copy to the HOD for Departmental Assessment/documentation). Read through the document clearly before completing the form to avoid mutilations which will render your entries invalid.

*Note The CV should contain among other relevant items, your creative output (publications). This gives information as to what to* ***score,*** *and help the candidate to package him/her self properly for internal and external assessment. The quality points earned are exported to the appropriate section of this Appraisal form.*

**Part A.** For the ……………………………………… Appraisal year

1. Name of Staff in full, Surname first, ………………………………………………………
2. (a) Date of Birth ……………………………………………………….*(Day/Month/Year)*

(b) Phone No(s)………………………………………………………………………………….

(c) Personnel File No: …………………………………………………………………………….

1. Department: …………………………………………………………………………...……
2. Date and place of first Appointment: ………………………………………………………
3. Rank on first appointment: …………………………………………………………………
4. Date assumed duty in Evangel University, Akaeze (EUA): ………………………………..
5. Rank on assumption of duty in EUA: ………………………………………………………
6. Substantive Rank: …………………………………………………………………………..
7. Substantive Salary scale/step: ………………………………………………………………
8. Date of:

|  |  |
| --- | --- |
| **Regularization** | **Confirmation of Appointment** |
|  |  |

1. Particulars of changes in career status (E.g. conversion, upgrading, re-grading with date, if any)
2. ……………………………………………………………………………………………….
3. ………………………………………………………………………………………………
4. ………………………………………………………………………………………………
5. ………………………………………………………………………………………………
6. Promotion Progression: Rank/Salary Scale , Date.

**E.g. Asst. Lecturer, UASS 2 01/10/ 2015**

1. **…………………………………** ………................................................
2. ………………………………… ………………………………………
3. ………………………………… ………………………………………
4. …………………………………. ………………………………………
5. ………………………………… ………………………………………
6. Educational /Professional Qualifications obtained with dates and awarding Institutions*(in descending order of weight)*
7. ………………………………………………………………………………………….
8. ………………………………………………………………………………………….
9. ………………………………………………………………………………………….
10. ………………………………………………………………………………………….
11. ………………………………………………………………………………………….
12. ………………………………………………………………………………………….
13. Briefs on job description in EUA *(details in CV)*

(i) ……………………………………………………………………………………………

1. ……………………………………………………………………………………………
2. ……………………………………………………………………………………………
3. …………………………………………………………………………………………..
4. …………………………………………………………………………………………..
5. …………………………………………………………………………………………..
6. ………………………………………………………………………………………….

**Part B: (To be completed by HOD/Assessor)**

1. Number of times staff was absent from duty during the appraisal period:

……………………………………………………………………………………………………

Preseason(s) ………………………………………………………………………………………..

1. Number of times staff was queried during the appraisal period

………………………………………………………………………………………………..

1. Disciplinary action(s) taken against staff during the appraisal period

………………………………………………………………………………………………..

1. State period(s) staff was on leave of absence within the past three years:

From …………………………………..To ………………………………………………….

1. Staff appraisal scores for the immediate past two years

(e.g.)

1. 2019/2020 Appraisal Score ………………………………………%…………………….
2. 2020/2021 Appraisal Score ………………………………………%……………………
3. **JOB PERFORMANCE SCORE SHEET FOR PROMOTION (TEACHING STAFF)**

**Table 1: Maximum – Minimum scores for various ranks**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Criteria Details** | **Max. Score** | **Prof.** | **Reader** | **SL** | **LI** | **LII** | **AL** | **Achie-ved Score** |
| 1 | Qualification (APQ) | **-** | Ph.D | Ph.D | Ph.D | Ph.D. 5 | Ph.D., 5 | Masters. 5 |  |
| **OR Fellowship for Medical Doctors in Prof, Reader** **& Snr. Lecturer Levels** |
| 2 | Teaching / Professional Experience (TPE) | **20** | Min: 20 | Min.18 | Min.14 | Min.13 | Min.10 | Min.10 |  |
| 1. Length of Teaching
2. Quality of Teaching
 | 155 | 1**.**0 per year up to 15 years *(year of approved* *Sabbatical & leave of absence excluded)*.Focus on curriculum demands, regularity, punctuality to classes, effective communication skills, promptness in turning in results etc. |  |
|  | **Total TPE Score**  |  |  |  |
| 3 | Intellectual Output & Contribution to Knowledge (IOCK): **Publications & other Creative Works:**1. Journal articles
2. Conference papers presented with proceedings or certificate of Presentation
3. Books *(2No. Max.)*
4. Book Chapters *(2No. Max.)*
5. Monographs (*2No. max.)*
6. Medical cases/Technical reports
7. Inventions:

(i) Patents with Evidence (ii) Unpatented duly certified with letter of acceptance  | **Max.****Min.** | **50**40 | **45**30 | **30**25 | **20**12 | **6**3 | NA |  |
|  | **Total Score on IOCK, truncate to Maximum score for each rank** |  |
| 4 | Administrative Experience and Services (AES)1. College Level

Deanship1. Dept. Level:

Headship of Dept/Unit1. University Level:

Directorship/Co-ordinatorship1. Moral Comportment
2. Games Master /Warden of Halls
 | **Max.****10**33211 | Min:7 | Min.7 | Min.5 | Min.4 | NA | NA |  |
|  | **Total score for AES** |  |
| **Note: The scores for each item in (4 a-c & e) is per tenure of office of the appointed or elected Officer** |  |
| 5 | Contributions to University and Society (CUS) | **Max.****10** | Min.7 | Min.7 | Min.5 | NA | NA | NA |  |
|  | 1. Supervision of PG research

Supervision of Masters research1. Chairmanship/

membership of University Committees1. Community Service
2. Membership &

 Effective participation on relevant Professional & International Bodies1. Initiating &

Leading research Project | 322111 | 3 pts per Ph.D research up to 3No.on-going / completed Ph.D research (Main Supervisor 10 pts & Co-supervisor, 8 pts) 2 point for each Masters research to a maximum of 5 Masters research project |  |
|  | Total Score for CUS |  |  |
| 6 | Attraction of Research Grants | **5** | 5 | 5 | 5 | NA | NA | NA |  |
| 7 | Negative Scores | Each letter of warning - 3 to a Max. of 2 warningsEach letter of reprimand – 4 to a Max. of 2 reprimands *(these must be deducted from total earned score)* |  |
|  | **Overall pass mark (%)**  | (Earned quality score – negative score ÷ maximum score) x 100  |  |

**Interpretation: LI to SL, SL to Reader and Reader to Professor each scores 5 pts on grants**

1. **Recommendation by the immediate HOD**

**……………………………………………………………………………………………….**

**……….……………………………………………………………………………………….**

**Name: …………………………………. Sign………………………Date:…………………….**

**Designation: …………………………………….**

**Part C: (To be completed by the Staff)**

1. Candidate’s Comments: **……………………………………………………………………..**

Name of Staff……………………………Sign…………………Date: ……………………..

**Part D: (To be completed by Dean)**

1. **Final Recommendation ……………………………………………………………………...**

**………………………………………………………………………………………………....**

**Name of the Dean: …………………………. Sign: ………………. Date: …………………**